

UNITED STATES DEPARTMENT OF AGRICULTURE

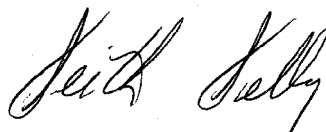
Farm Service Agency
Washington, DC 20250

Notice AO-1204

For: FSA Managers and Supervisors

Individual Development Plans (IDP's) and Reasonable Accommodation Statement

Approved by: Administrator



1 IDP's and Reasonable Accommodation Statement

A

Background

The Secretary of Agriculture has approved the recommendations of the Secretary's Advisory Committee on Employees with Disabilities (SACED), that certain steps be followed to improve services to this segment of our employee population.

Issue 12 dealt with the "Perception that employees with disabilities do not have full access to effective training and participation in all available training opportunities".

B

Purpose

This notice reminds all FSA managers and supervisors that they must:

- have all employees complete IDP for FY 2000 before performance appraisal time

Note: Managers will review IDP's with employees at performance appraisal time and revise as necessary. See 6-PM, Part 7.

- ensure that all notices advertising FSA-sponsored training include the following statement:

"Persons with disabilities who require accommodations to attend or participate in this meeting/event/function should contact (person's name) on (voice #), TDD# or Federal Relay Service at 1-800-877-8339, and (e-mail address) by (day, date)." See 31-PM, subparagraph 51 F.

Continued on the next page

Disposal Date

October 1, 2000

Distribution

All FSA Managers and Supervisors; State Offices
relay to County Offices

1 IDP's and Reasonable Accommodation Statement (Continued)

C

Contact

If there are any questions on:

- IDP's, contact Joe Hoffman at:
 - 202-418-9048 (telephone)
 - joe_hoffman@wdc.fsa.usda.gov (e-mail)
 - 202-418-9107 (TDD)
 - the disability statement, contact LeAndrea Alsobrook at:
 - 202-418-8982 (telephone)
 - leandrea_alsobrook@wdc.fsa.usda.gov (e-mail)
 - 202-418-9116 (TDD).
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